

City of Lawton Guidelines for Food Service Establishments

Food Establishments may reopen beginning May 1, 2020, if they adhere to CDC recommended social distancing and sanitation protocols and the additional guidance and requirements listed herein.

As used in this document, the term Food Establishment includes all food service establishments, full and quick service restaurants, mobile food trucks, and any other business where food or drink is prepared and/or sold for on or off premises consumption, as defined in Section 12-1-102 of Lawton City Code, and any other similar facilities, as determined by the City Manager.

The State of Oklahoma's Employer Guidance for Oklahoma's Open Up and Recover Safely Plan for Food Establishments scheduled to take effect on May 1, 2020, are hereby adopted, except as modified above or herein. It is expressly provided that in all cases of conflict between provisions of the City of Lawton and those provisions included in the Order of the Governor, as thereafter amended, the more safe/restrictive shall apply. All requirements included in Chapter 12 of Lawton City Code shall also apply.

Please note that these are the minimum requirements at this time; food service establishments may implement other safety protocol and procedures to support these requirements. It should also be noted that all required safety measures and requirements must be in place at the time of opening. Whenever the wearing of a face covering is required by these guidelines, such requirement shall not apply to individuals with a documented medical condition that contraindicates such use.

Temperature Checks & Employer Policies

Food service establishments shall use a touchless infrared thermometer to check the temperature of employees each day. Employees and/or volunteers with a temperature above 100.4°F shall be sent home until they have no fever and no evidence of COVID-19 symptoms. Food industry establishments should consider supportive policies and practices for allowing employees older than 65 years or in other vulnerable populations to stay at home.

Protect Your Vulnerable Customers

Persons 65 years and older and all those with medical conditions that place them in the "high risk" category should continue to maintain the "Shelter at Home" CDC/State/City guidelines, as per the Governor's Emergency Order. However, if members of this COVID-19 vulnerable population do visit a food establishment for on-site dining, they should strongly consider coming to the restaurant at a special time designated for that group and wearing face coverings whenever possible.

Sanitation & Disinfecting Guidelines

1. Use disinfectants that are appropriate in a food setting.
2. Prior to opening, deep clean all surfaces and touch points with nationally accepted sanitization products.

3. Managers should ensure that all employees have been trained and quizzed on best practices to avoid contamination. The Health Department has resources to assist with this, such resources can be found by contacting the Health Department or online at lawtonok.gov.
4. Surfaces such as doorknobs, counters, push-to-order buttons and other items that are high-touch must be regularly cleaned and sanitized.
5. Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and ensure they have handwashing supplies.
6. The use of single-use condiment containers should be considered.
7. The use of single-use, disposable menus should be considered; otherwise menus must be properly disinfected after each guest.
8. Encourage touchless payments and digital ordering, if possible, to further minimize touching of writing implements and high touch surfaces.
9. Display posters and signs throughout facility or area to frequently remind customer to take steps to prevent the spread of COVID-19. These messages may include information about:
 - a. Staying home if you are sick or do not feel well, and what to do if you're sick or feel ill.
 - b. The use of face coverings and covering coughs and sneezes with a tissue, then throwing the tissue in the trash.
 - c. Social distancing requirements.
 - d. Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
 - e. Using hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - f. Avoiding touching eyes, nose, and mouth with unwashed hands.
10. Designate staff to regularly clean high-touch points throughout the day.
 - a. Examples of high-touch point surfaces include doorknobs, push-to-order buttons, door handles and push plates, railing, faucets, and toilet flush levers.
11. Disinfect tables after each use (remember: EPA considers tables a food-contact surface, so be sure to rinse and sanitize after disinfection).
 - a. Sanitize table top set ups after each use, as well as chairs/seating to the extent possible.
12. Wash, rinse and sanitize all unprotected tools, small wares, and food-contact surfaces, following standard protocols and labeled directions.
13. Employees shall be required to use proper handwashing techniques, observe respiratory etiquette, and avoid using other employees' phones, pens, notepads, or other work tools.
14. Make hand sanitizer available in multiple locations throughout the facility.
15. A "sneeze guard" shall be provide at the front desk, cash register or any other traditional point of transaction between patrons and staff. This does not include a hostess stand or similar location where patrons are greeted and then shown to their tables. Employees operating as hosts/hostesses shall wear a face covering and should practice social distancing with other staff members and patrons to the extent possible.
16. All employees that come into contact with the public and/or work in the customer service/dining area shall wear face coverings at all times while working within said areas, except during such times that they are stationed behind a "sneeze guard" or other physical barrier. Employees serving customers at drive-up windows or that deliver food to customers waiting in cars must also wear a face covering.

17. All employees that do not come into contact with the public or work in the customer service/dining area, such as kitchen staff, shall be required to wear a face covering at all times when social distancing from other employees is not possible/practical due to the nature of their work. However, if a minimum six foot social distancing can be maintained, employees that do not come into contact with the public or work in the customer service/dining area shall not be required to wear a face covering.

Maintain Social Distancing At All Times

1. Prior to opening, examine restaurant layout and seating chart to determine how to best maintain the appropriate social distancing and rearrange accordingly. Restaurants are limited to 50% of their normal occupancy level.
2. It shall be encouraged that only parties that live in the same household or that traveled to the restaurant in a single vehicle may sit together at the same table, booth or within the bar area.
3. No parties exceeding 10 persons shall be allowed in the main dining rooms but may be seated in a private dining area.
 - a. During Phase I, maintain a minimum table spacing such that all patrons when seated are a minimum of six feet from any other patron not seated at the same table.
 - b. Fixed tables, such as booths, are limited to use of every other table, unless a divider, made of plexiglass, wood, or other solid material, with a minimum height of 72 inches from the adjacent floor, has been installed between such fixed tables to provide effective separation/protection.
4. It is encouraged that bar areas within restaurants remain closed during Phase I, However, if such areas are open, a minimum six feet social distance between parties at bar tops is required, and staff serving such areas shall wear a face covering.
5. Ensure Buffets, salad bars, drink stations and other self-serve areas are serviced by gloved employees and not by the patrons themselves.
6. Adjust seating in waiting areas to follow social distancing guidelines and to allow a maximum of 10 persons within a single waiting area.
7. Play areas and other common use recreation and game areas within Food Establishments shall remain closed until Phase II.
8. Consider using phone-in or online reservation systems to stagger arrivals.
9. If possible, designate entrances and exits to minimize face-to-face exposure of patrons entering and exiting the restaurant.
10. Consider texting guests when tables are ready to avoid large gatherings in the lobby area.
11. If possible, limit menu offerings to accommodate preparation and cooking at distances.
12. Consider extending curbside delivery, delivery, pick-up and drive-through options for customers.
13. Consider rearranging coolers and freezers before accepting new deliveries to maintain organization and reduce points of contact during deliveries.

Community Leadership

The community is looking to you for leadership! It is therefore important that all food industry staff provide this leadership by maintaining a minimum six-foot social distancing at all times. Face covering should be worn whenever practical, even when not required by these guidelines, as they not only add a measure of safety, but also make the customers feel safer. The safety measures and guidance included herein have been developed to help mitigate the spread of the COVID-19 virus while keeping food

service establishments open. With your help we can safely and successfully navigate Phase I of the Open Safe and Recover Safely Plan and look forward to Phase II.

Revised May, 8, 2020.